

NAVIGATING TO PAYMENTS

Introduction

This section of the document will explain how an authorized user can navigate to the employment and wage detail functions.

Step-by-Step Instructions:

1. While logged into the employer home page, click on link 'Payment Information'

Massachusetts Department of Workforce Development

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Employer Home

FAQ/Contact Us
Account Maintenance
Benefit Charge Activities
Collections
Correspondence
Employment and Wage Detail Reporting
History
Payment Information
User Maintenance

Employer Information
Employer Account Number: 1000 Employer Name: XXXXX

Employer Home

[Employer Home](#)
Employer Home

[FAQ/Contact Us](#)
Review frequently asked questions (FAQ's) for the UI program or UI system. Submit inquiries if the FAQ does not answer your question.

[Account Maintenance](#)
Maintain account information including changing legal name, mailing address, owners/officers, reporting units, or reporting status. View the most recent Tax Rate Notice, authorize TPAs or provide information regarding the purchase or sale of a business.

[Benefit Charge Activities](#)
View Benefit Charges by calendar year and quarterly summaries; claimant detail summaries; and individual claimant transaction details. Additional information includes fiscal year summaries with tax rate buydown and/or merger-acquisition details related to benefit charges.

[Correspondence](#)
Search for Correspondence


[User Maintenance](#)
Assign or Update user access to Employer account information.

[Payment Information](#)
Make payments; view account summary, pending payments, processed or cancelled payments, taxable wages, and FUTA credit information.

Workflow - My Inbox

Click here to access payment functions.

- The following page will appear, listing the available functions. Click on the corresponding link to access a function.



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Payment Information

- Cancel Payments
- Payment Account Summary
- Search Payments
- Request for 940 Certification
- Request Payment Plan

Employer Information

Employer Account Number: **100**
Employer Name: **Employer**

Payment Information

[Cancel Payments](#)
List of all unprocessed post-dated electronic payments and provides the option for canceling a payment.

[Search Payments](#)
Display of processed and cancelled payments by confirmation number, payment method or date range.

[Request Payment Plan](#)
Request a payment plan for outstanding debt.

[Payment Account Summary](#)
Summary of transactions posted to the employer account and provides the option to Make a Payment. If you have a credit balance, you may begin the refund request process using this screen.

[Request for 940 Certification](#)
Summary of reported Massachusetts taxable wages, total Contributions made to the UI Trust fund for Massachusetts and the Massachusetts UI Contribution Rate for the requested tax year.

If	Then
You are unable to locate the required maintenance function	You may not have the sufficient privileges to perform this function. Contact your system administrator.